Date _____

State Central Register
P.O. Box 4480
Albany, New York 12204

To Whom It May Concern:

I am requesting that the indicated report(s) against me in the State Central Register be amended to unfounded and legally sealed. Additionally, I request that the indicated report(s) against me be determined not relevant and reasonably related to employment, adoption, or the provision of foster care.

The name(s) and date(s) of birth of my child(dren) are:

_____

_____

Further, pursuant to Section 422(7) of the Social Services Law, I am requesting a copy of all information concerning me in the State Central Register.

Sincerely,

_____
Name

_____
Date of Birth

_____
Address

_____
Case I.D. (if known)